

AmeriCorps*State Program 2015-2016

Request for Application

Bidders' Conference



Presenter

- **Scott McFarland**
 - Executive Director
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 - Scott.McFarland@Illinois.gov



Bidders' Conference Agenda

- **FAQs**
- **Serve Illinois Commission**
- **National Service**
- **AmeriCorps*State Programs**
- **2015-16 AmeriCorps*State RFA**
 - **Application procedures**
 - **Program requirements for 2015-16**

FAQs

- All questions must be submitted to dph.serveillinois@Illinois.gov
 - PLEASE INCLUDE
 - Agency Name
 - Date
 - Question(s)
- Questions will be compiled by designated Serve Illinois staff

FAQs

- Questions and responses provided at the Bidders' Conferences are not considered valid and official.
- All questions and responses will be posted in writing, via a Frequently Asked Questions (FAQs) at Serve.Illinois.gov. All questions and answers posted in the FAQs on the Serve Illinois website are considered valid and official.

Serve Illinois Commission

**The Illinois Commission on
Volunteerism & Community Service**



Serve Illinois Commission

State Agency Location

- **Housed within the Illinois Department of Public Health, Office of Emergency and Preparedness**



Serve Illinois

Illinois Dept. of Public Health

422 S 5th Street, 1st Floor

Springfield IL, 62701

Serve Illinois Commission

Make-up and Duties

- 40 (25 voting and 15 non-voting) Governor-appointed commissioners
- Funds and administer AmeriCorps*State programs
- Promotes National Days of Service
- Coordinates training and professional development
- Volunteers Recognition
- Collaborates with volunteer organizations



National Community Service Trust Act of 1993

- Established the Corporation for National and Community Service (CNCS).
- Required the establishment of state service commissions.
- CNCS is the federal funding entity of AmeriCorps.



Edward M. Kennedy Serve America Act (SAA) of 2009



Themes of the SAA

- **Focuses service on key national issues**
- **Expands opportunities to serve**
- **Builds the capacity of individuals, nonprofits and communities to succeed;**
- **Encourages innovative approaches to solving problems**

2011-2015 CNCS Strategic Plan

- **Service as a Solution**
- **Expanding Opportunities to Serve**
- **Build Enduring Capacity**
- **Embrace Innovation**

Serve Illinois Commission



- **Established in legislative statute in July 2000.
(20 ILCS 710, Chapter 1278, paragraphs 3800 to 3806)**

- **Commission's stated purpose:**

1. **"... to promote and support community service..."**
2. **"to stimulate new volunteerism..."**
3. **"to serve as a resource...and an advocate..."**

Serve Illinois Commission Mission

- **Mission:** To improve Illinois communities by enhancing volunteerism and instilling an ethic of service throughout the State.



Serve Illinois Commission

Staff

- Scott McFarland, Executive Director
- Sue Zellers, AmeriCorps Program Officer
- Karla Kunzeman, Volunteer Programs Manager
- Mike Stehlin, Training Officer
- Courtney Abbott, Graduate Public Service Intern
- Jacob Nudelman, Graduate Public Service Intern

- **Serve Illinois Commission Contact Information**

422 S. 5th Springfield IL, 62701

www.Serve.Illinois.gov

National Service and AmeriCorps

National Service Partners



The Serve Illinois Commission administers AmeriCorps*State programs, but is a partner with other national service entities.

Senior Corps

- RSVP - Retired & Senior Volunteer Program
- FGP - Foster Grandparents Program
- SCP - Senior Companions Program



AmeriCorps

- VISTA – Volunteers in Service to America.
 - Elimination of poverty
 - Capacity building.
- NCCC – National Civilian Community Corps
 - Descendent of 1930's CCC (New Deal)
- National Direct Programs
 - Similar to State programs.
 - Administered by CNCS.
- AmeriCorps*State Programs
 - Administered by state commissions.



AmeriCorps*State Programs

AmeriCorps Programs

■ AmeriCorps “programs” are:

- ✓ Public or private non-profit organizations
- ✓ Labor organizations
- ✓ Community organizations
- ✓ Faith-based organizations
- ✓ Institutions of higher education
- ✓ States, territories and other government entities
- ✓ Indian Tribes
- ✓ Partnerships of the above



AmeriCorps Service

- **AmeriCorps Motto -
“Getting Things Done”**
- **Focus on direct service
in the community**
 - Tutor and mentor
 - Assist crime victims
 - Community health
 - Recruit volunteers
 - Prisoner outreach
 - Environmental protection
 - Restoration of parks
 - Adult literacy
 - Prenatal care
 - Disaster Services
 - Economic Opportunity



AmeriCorps Members

- **Build leadership skills, an ethic of service, and civic engagement.**
- **Strengthen Communities**
 - Programs involve the community
 - Build relationships with faith- and community-based organizations



AmeriCorps Members

Terms of Service:

- Minimum 12 full time MSY/FTE required
- Full Time = 1,700 hours of service in 9 to 12 months
- Half Time = 900 hours
- Reduced Half Time = 675
- Quarter Time = 450
- Minimum Time = 300



AmeriCorps Member Benefits

■ Living Allowance

- \$12,530 (minimum)-\$25,060 (maximum) per member
- **Not required if less than full-time**

■ Education Award

- \$5,730 for full-time members
- **Pay student loans or attend school**



AmeriCorps Member Benefits

■ Loan Deferment

Student loans may be deferred during service time

■ Child Care

Available for income-eligible full-time members

■ Health Care

Available to all full-time members



Member Prohibited Activities

- (a) While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:
 - (1) Attempting to influence legislation;
 - (2) Organizing or engaging in protests, petitions, boycotts, or strikes;
 - (3) Assisting, promoting, or deterring union organizing;
 - (4) Impairing existing contracts for services or collective bargaining agreements;
 - (5) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - (6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

Prohibited Activities, Cont.

- (7) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- (8) Providing a direct benefit to—
 - (i) A business organized for profit;
 - (ii) A labor union;
 - (iii) A partisan political organization;
 - (iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - (v) An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;

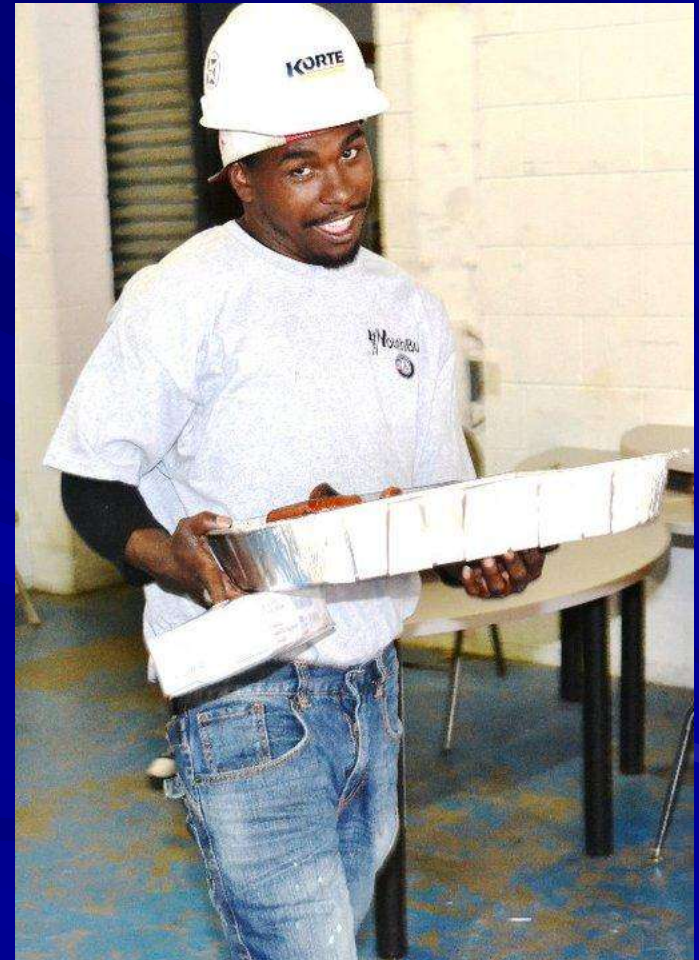
Prohibited Activities, Cont.

- (9) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- (10) Providing abortion services or referrals for receipt of such services;
- (11) AmeriCorps members may not write a grant application to the Corporation or to any other Federal Agency; and
- (12) Such other activities as the Corporation may prohibit.
- Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

AmeriCorps*State Programs

Program responsibilities:

- Recruit members
- Application process
- Interview process
- Background checks
- Member contracts
- Member timekeeping
- Foster communication among Members
- Member close-out



AmeriCorps*State Program Funding

Two funding streams of AmeriCorps*State programs:

- **AmeriCorps*Competitive**
 - Funding determined by the CNCS
 - Applications submitted by state service commissions

- **AmeriCorps*Formula**
 - Funding determined by state service commissions



AmeriCorps*State Cost Reimbursement

Grant share may not exceed:

- **Traditional: \$13,730**
- **Professional Corps: \$1,000**
- **EAP: \$800**

***CNCS and Serve Illinois will score well written grants higher if their cost per member is less than the maximum**



AmeriCorps Programs

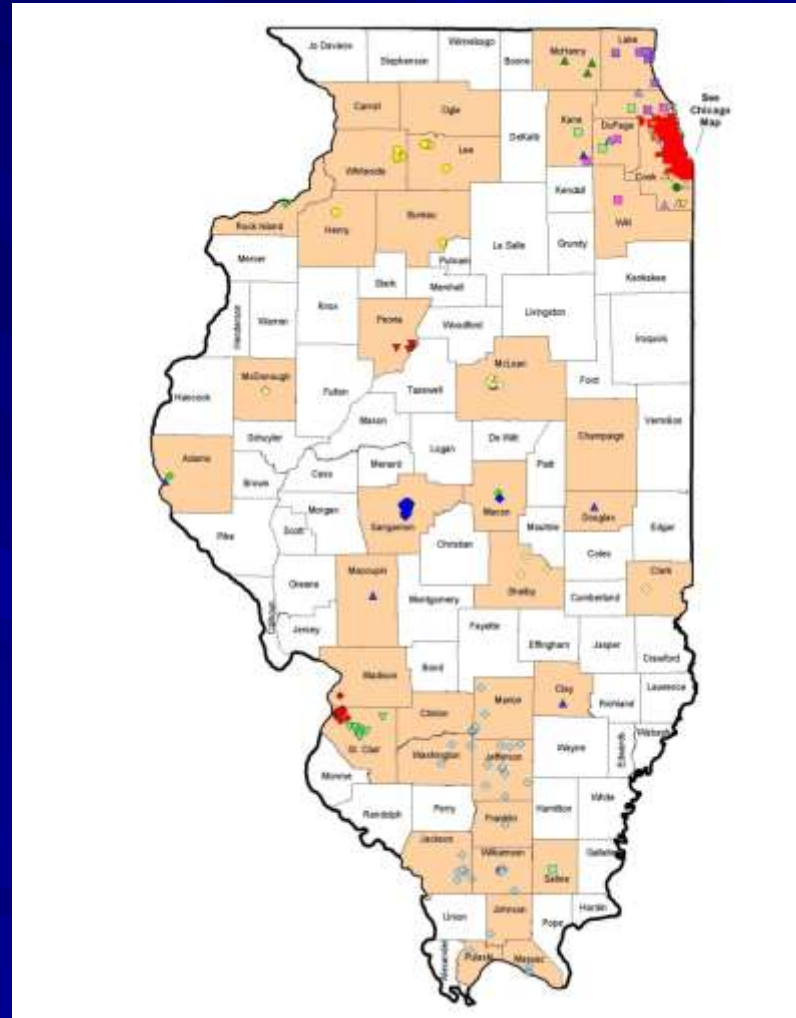
In 2014-15:

■ **Illinois has 26
AmeriCorps*State
Programs**

- 7 “Competitive”
- 19 “Formula”

**About 300 AmeriCorps
host sites in
approximately 40
counties**

About 1,700 Members



2015-2016 AmeriCorps*State Request for Application

AmeriCorps RFA 2015-16

Timeline

- **RFA Posting Date: October 15, 2014**
- **Applications Due In eGrants/EGrAMS: January 2, 2015**
- **“Other Documents” Due to Serve Illinois: January 2, 2015**
- **Application Scoring: January-April 2015**
- **Serve Illinois Commission Submits Applications to CNCS: January 21, 2015**
- **Competitive Award Notification: May 2015**
- **Formula Award Notification: June 2015**
- **Program Start Date (Year 1): No earlier than July 1, 2015**

AmeriCorps RFA 2015-16

- All applications must be submitted in the CNCS online eGrants system and the IDPH EGrAMS system.
- eGrants application is now open (egrants.cns.gov).
 - The grant application ID number for traditional grants is 15AC166877.
 - The grant ID for Education Award Only programs is 15ES166880.
 - Please be sure that you are applying to the correct grant application.
- EGrAMS applications is now open (idphgrants.com).
 - The EGrAMS applications is AMC-16.

AmeriCorps RFA 2015-16

■ **Documents to be submitted to Serve Illinois Commission by 5:00 pm CDT on January 2, 2015:**

- 1) Audit / Financial Statements**
- 2) Labor Union Concurrence**
- 3) Indirect Cost Rate Approval Letter**
- 4) Logic Model Worksheet**
- 5) Organizational Chart**
- 6) Letters of Commitment**
- 7) Evaluation (if applicable)**

AmeriCorps RFA 2015-16

CNCS Priority Areas:

- The tier process from previous years will not be used
- *Disaster Services*
- *Economic Opportunity*
- *Education*
- *Environmental Stewardship*
- *Healthy Futures*
- *Veterans and Military Families*
- *Governor/ Mayor Initiatives*
- *My Brother's Keeper*



AmeriCorps RFA 2015-16

■ Serve Illinois Commission Priority Areas:

1. CNCS Priority Areas, plus

- a. Intergenerational Initiatives (not senior citizen serving senior citizen)
- b. Violence Prevention and Intervention
- c. Volunteer Connectors

2. Geography

The Commission will give special consideration to programs whose service sites are located in geographic regions within Illinois that are under-served by current Commission-funded programs.

3. Target Populations

The Commission will give special consideration to programs that target Veterans, Service Members, Veterans and Military Families, At-Risk Youth in High-crime Areas, and People with Disabilities.



AmeriCorps RFA 2015-16

■ Basic Selection Criteria:

a) Executive Summary:

A brief paragraph, maximum of a half-page
(0 percent of overall weight)

b) Program Design

(50 percent of overall weight)

c) Organizational Capability

(25 percent of overall weight)

d) Cost Effectiveness and Budget Adequacy

(25 percent of overall weight)

e) Evaluation Plan

(0 percent of overall weight)

The Serve Illinois Commission reserves the right to consider factors other than the applicant's final score in determining final grant recommendations.

AmeriCorps RFA 2015-16

Application Narratives

■ Executive Summary

- Please fill in the blanks of these sentences to complete the executive summary. (In RFA)
- The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing.]
This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of \$[amount of request] will be matched with \$[amount of projected match], \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding.

AmeriCorps RFA 2015-16

Application Narratives

■ Program Design

- Problem/Need
- Theory of Change and Logic Model
- Evidence Base
- Notice Priority
- Member Training
- Member Supervision
- Member Experience
- Commitment to AmeriCorps Identification

AmeriCorps RFA 2015-16 Application Narratives

- **Organizational Capability**
 - **Organizational Background and Staffing**
 - **Compliance and Accountability**
 - **Past Performance for Current Grantees and Former Grantees Only**

AmeriCorps RFA 2015-16

Application Narratives

- **Cost Effectiveness and Budget Adequacy**
 - **Cost Effectiveness**
 - **Budget Adequacy**



AmeriCorps RFA 2015-16

Application Narratives (cont'd)

■ Evaluation Summary or Plan

- First time competing, enter N/A
- Recompeting grantees, submit evaluation plan or summary



AmeriCorps RFA 2015-16 Budget

- Three sections in an AmeriCorps program budget:**
 - 1) Section 1 – Program Operating Costs**
 - 2) Section 2 – Member Costs**
 - 3) Section 3 – Administrative/ Indirect**

AmeriCorps RFA 2015-16 Budget

■ Section 1 – Program Operating Costs

- 1) Personnel Expenses and Fringe Benefits**
- 2) Staff Travel – Including \$2,000 to attend CNCS and Commission events.**
- 3) Member Travel – Including sufficient funds to attend “National Service Recognition Day.”**
- 4) Equipment - \$5,000 or more per unit.**
- 5) Supplies - \$1,000 or more.**
- 6) Contractual - \$617 per day max.**
- 7) Staff Training**
- 8) Member Training**
- 9) Evaluation**
- 10) Other program operating costs.**

AmeriCorps RFA 2015-16 Budget

■ Section 2 – Member Costs

- 1) Living Allowance - \$12,530 minimum for full time members.**
- 2) Member Support Costs – FICA, Worker's Compensation, Health Care. No unemployment insurance.**

Affordable Care Act

- Grantees must provide healthcare to members serving 1700 hours (full time service) who are not covered currently.
- Programs may provide health insurance to less than full time members if desired.
- Members may stay on their parents or spouses insurance, insurance obtained on the Federal Marketplace (Bronze level minimum), Medicaid, private insurance or military benefits.
- By July 1, 2015, all Full-Time AmeriCorps members must have minimum essential coverage (MEC) coverage.

AmeriCorps RFA 2015-16 Budget

■ Section 3 – Administration Costs

1) Federally Approved or State Apporoved Indirect Cost Rate (IDC) Method

**The Serve Illinois Commission will retain 1% of all
CNCS grant dollars for monitoring, training, and
technical assistance costs to support programs in
the portfolio.**

AmeriCorps RFA 2014-2017 Budget

■ Matching Funds Requirement

- Overall match (Total of Sections 1, 2, and 3)
- For Years 1, 2, & 3, match = 24% of CNCS funds.
- Year 4 = 26%
- Year 5 = 30%
- Year 6 = 34%
- Year 7 = 38%
- Year 8 = 42%
- Year 9 = 46%
- Year 10 = 50%

AmeriCorps RFA 2015-16

Required Program Participation

■ Commission-Sponsored Trainings

- 1) Program Director Trainings (Fall & Spring)**
- 2) Monthly Phone Calls**
- 3) National Service Recognition Day**
- 4) Other Trainings as required by the Commission**

AmeriCorps RFA 2015-16

Required Program Participation

■ National Days of Service

- MLK Day
- AmeriCorps Week
- 9/11 Day of Service



AmeriCorps RFA 2015-16

Final Comments

- **Attendance and Feedback:**
<https://www.surveymonkey.com/s/SIBidders1>
- **Address questions to:** DPH.ServeIllinois@illinois.gov
 - Answers to questions will be posted on the Serve Illinois Commission website.